

# DD FORM 214/DD FORM 214-1 PROCESSING JOB AID

This Job Aid provides HR Professionals with step-by-step assistance in reviewing, processing, completing, and finalizing the DD Form 214, "Certificate of Uniformed Service," and DD Form 214-1, "Certificate of Uniformed Service, Reserve Component Addendum," in IPPS-A. It ensures accuracy and helps to reduce processing times.

Army National Guard (ARNG) and U.S. Army Reserve (USAR) Members who separate from their component while in a Reserve status or transfer to Individual Ready Reserve (IRR), will receive the DD Form 214-1 along with the standard DD Form 214.

The DD Form 214-1 documents all selected Guard and Reserve service.

Job Aid topics include:

- Process the DD Form 214 (page 2)
- Process the DD Form 214-1 (page 12)
- Sign and Approve DD Form 214/DD Form 214-1 – Signature Authority (page 23)
- Print DD Form 214/DD Form 214-1 (page 24)
- Access Required/Category/Subcategory (page 25)

**NAVIGATION:** [HR Professional Homepage](#) > [DD Form 214 -HR](#)



**NOTE:** The official edition of Department of Defense (DD) forms are available at <https://www.esd.whs.mil/Directives/forms/>.

## Process the DD Form 214

HR Professionals have five process options for the DD Form 214. The **Member Not Available to Sign**, **Present with HR Pro**, **Refused to Sign**, or **Unable to Sign Digitally** options have the same procedures. The **Available to Sign** option has several different steps outlined in this job aid.\*

**NAVIGATION:** HR Professional > DD Form 214 - HR  
(or select the desired Member from the Notifications list)

 **NOTE:** An asterisk (\*) will designate where steps differ for "Available to Sign" option.

1. Select the **DD Form 214 - HR** Tile to open the **DD Form 214** landing page.
2. Enter all applicable criteria for the Member.
  - 2A. Select **Search**.
  - 2B. Select the desired Member from the **DD Form 214 List**.

The screenshot shows the IPPS-A HR Professional interface. At the top, there's a navigation bar with 'HR Professional' and a search bar. Below this is a dashboard with several tiles. The first tile, 'DD Form 214 - HR', is highlighted with a red circle and the number '1'. To the right, there's a 'Notifications' panel with three alerts.

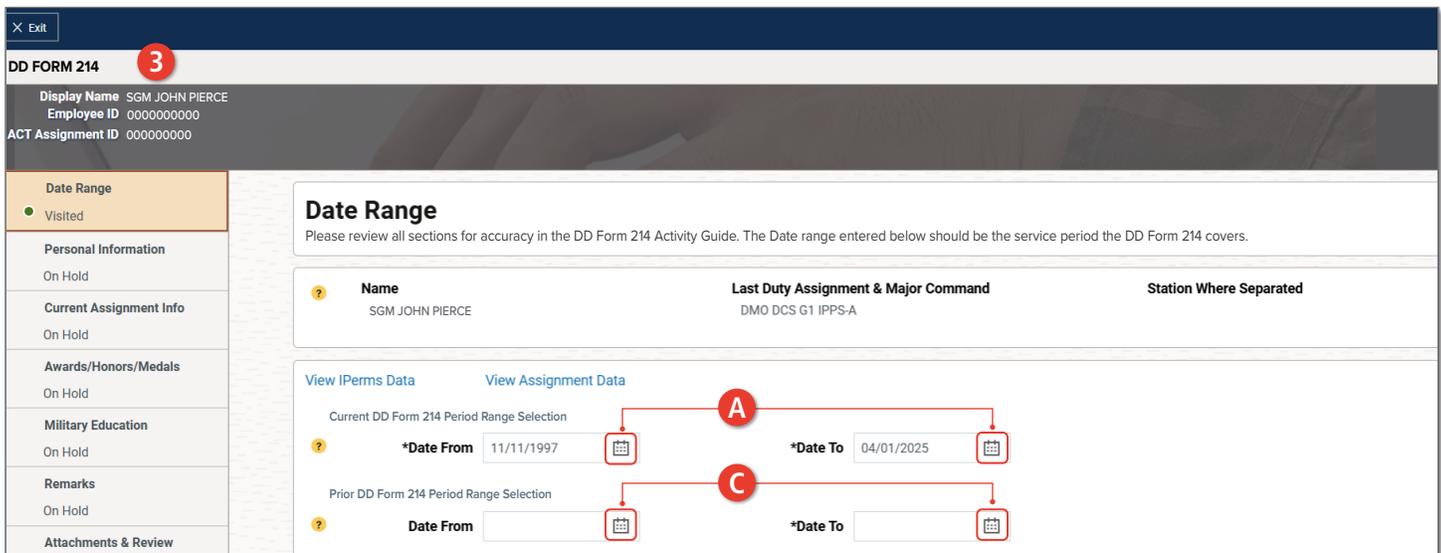
Below the dashboard, the 'DD FORM 214' section is shown. It has a search bar and several filters: 'Empl ID', 'DOD ID', 'Assignment From Date', 'Assignment To Date', 'Assignment ID', 'UIC', 'First Name', 'Last Name', and 'DD214 Status'. A red circle with the number '2' is placed over the search bar. Below the filters is a 'Search DD FORM 214' section with 'Search' and 'Clear' buttons. A red circle with the letter 'A' is placed over the 'Search' button. To the right of the filters is a table titled 'DD FORM 214 List' with a red circle and the letter 'B' above it. The table has the following columns: Empl ID, ACT Assignment ID, Seq No, Assigned OprId, Last Update User ID, Last Update Date/Time, DD214 Status, and Actions. The table contains one row of data.

Empl ID	ACT Assignment ID	Seq No	Assigned OprId	Last Update User ID	Last Update Date/Time	DD214 Status	Actions
1	0000000000	0000000000	0	0000000000.00	03/11/25 8:51:48PM	Initiated	Actions

**Process the DD Form 214 CONTINUED**

3. The DD Form 214 landing page displays. Use the different tabs to navigate through the form, starting with the **Date Range** section.
  - 3A. Select the **Date From** and **Date to** calendar icons to enter the applicable **Current DD Form 214 Period Range Selection**.
  - 3B. To verify and confirm **Date From** and **Date to**, navigate to the **Summary Maintenance** page.
  - 3C. Select the **Date From** and **Date to** calendar icons to enter the applicable **Prior DD Form 214 Period Range Selection**, if applicable.

*NAVIGATION: Menu > Workforce Administration > Summary Maintenance*



**DD FORM 214** 3

Display Name SGM JOHN PIERCE  
Employee ID 0000000000  
ACT Assignment ID 000000000

**Date Range**  
● Visited

**Personal Information**  
On Hold

**Current Assignment Info**  
On Hold

**Awards/Honors/Medals**  
On Hold

**Military Education**  
On Hold

**Remarks**  
On Hold

**Attachments & Review**

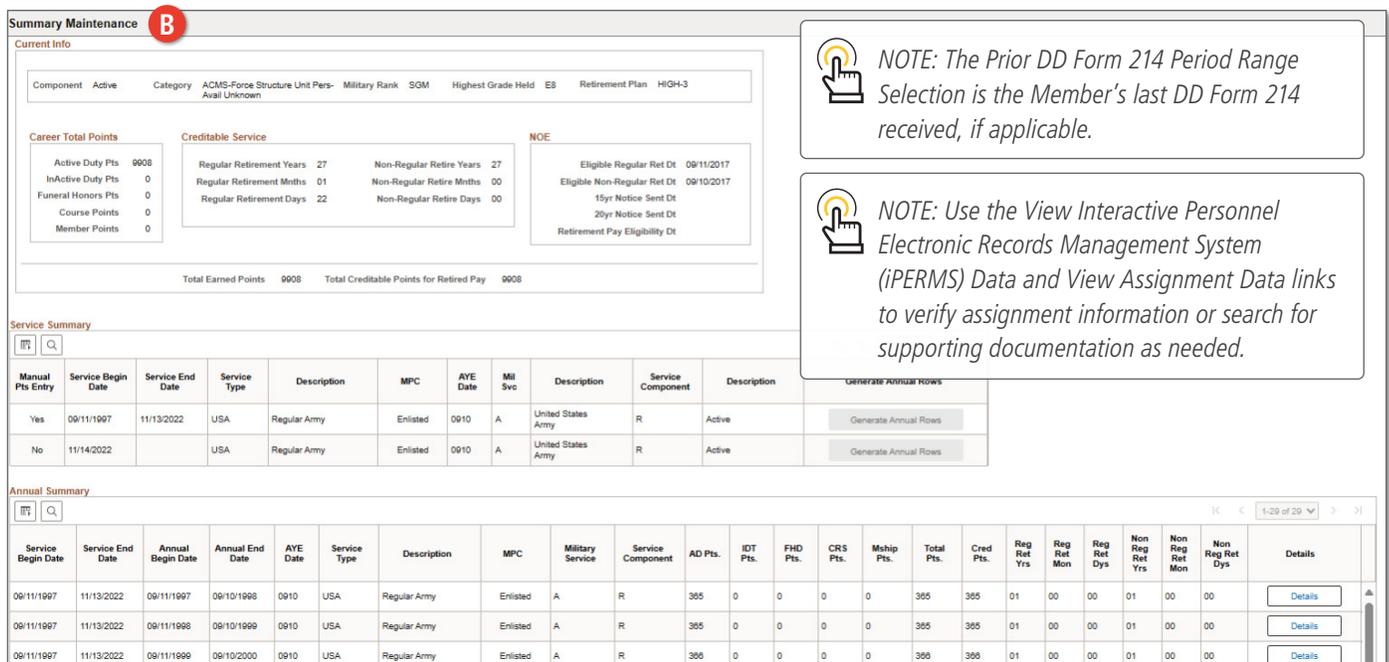
**Date Range**  
Please review all sections for accuracy in the DD Form 214 Activity Guide. The Date range entered below should be the service period the DD Form 214 covers.

**Name** SGM JOHN PIERCE  
**Last Duty Assignment & Major Command** DMO DCS G1 IPPS-A  
**Station Where Separated**

**View IPerms Data** **View Assignment Data**

Current DD Form 214 Period Range Selection  
\*Date From 11/11/1997  \*Date To 04/01/2025  A

Prior DD Form 214 Period Range Selection  
Date From  \*Date To  C



**Summary Maintenance** B

**Current Info**

Component	Active	Category	ACMS-Force Structure Unit Pers-Avail Unknown	Military Rank	SGM	Highest Grade Held	ES	Retirement Plan	HIGH-3
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**Career Total Points**  
Active Duty Pts 9608  
Inactive Duty Pts 0  
Funeral Honors Pts 0  
Course Points 0  
Member Points 0

**Creditable Service**  
Regular Retirement Years 27  
Regular Retirement Months 01  
Regular Retirement Days 22  
Non-Regular Retire Years 27  
Non-Regular Retire Months 00  
Non-Regular Retire Days 00

**NOE**  
Eligible Regular Ret Dt 09/11/2017  
Eligible Non-Regular Ret Dt 09/10/2017  
15yr Notice Sent Dt  
20yr Notice Sent Dt  
Retirement Pay Eligibility Dt

Total Earned Points 9608 Total Creditable Points for Retired Pay 9608

**Service Summary**

Manual Pts Entry	Service Begin Date	Service End Date	Service Type	Description	MPC	AYE Date	Mil Svc	Description	Service Component	Description
Yes	09/11/1997	11/13/2022	USA	Regular Army	Enlisted	0910	A	United States Army	R	Active
No	11/14/2022		USA	Regular Army	Enlisted	0910	A	United States Army	R	Active

**Annual Summary**

Service Begin Date	Service End Date	Annual Begin Date	Annual End Date	AYE Date	Service Type	Description	MPC	Military Service	Service Component	AD Pts.	IDT Pts.	FHD Pts.	CRS Pts.	Mship Pts.	Total Pts.	Cred Pts.	Reg Ret Yrs	Reg Ret Mon	Reg Ret Dys	Non Reg Ret Yrs	Non Reg Ret Mon	Non Reg Ret Dys	Details
09/11/1997	11/13/2022	09/11/1997	09/10/1998	0910	USA	Regular Army	Enlisted	A	R	365	0	0	0	0	365	365	01	00	00	01	00	00	Details
09/11/1997	11/13/2022	09/11/1998	09/10/1999	0910	USA	Regular Army	Enlisted	A	R	365	0	0	0	0	365	365	01	00	00	01	00	00	Details
09/11/1997	11/13/2022	09/11/1999	09/10/2000	0910	USA	Regular Army	Enlisted	A	R	366	0	0	0	0	366	366	01	00	00	01	00	00	Details

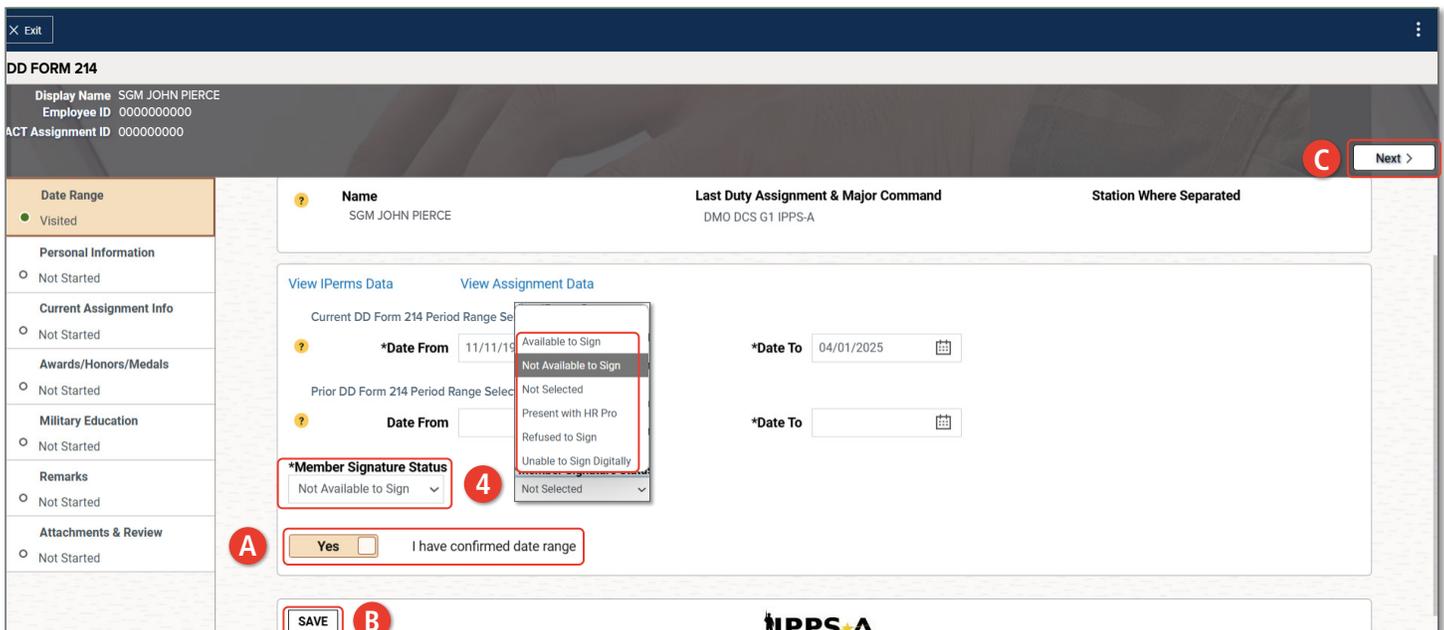
 **NOTE:** The Prior DD Form 214 Period Range Selection is the Member's last DD Form 214 received, if applicable.

 **NOTE:** Use the View Interactive Personnel Electronic Records Management System (iPERMS) Data and View Assignment Data links to verify assignment information or search for supporting documentation as needed.

**Process the DD Form 214 CONTINUED**

4. Select the **Member Signature Status** drop-down and select the applicable status.  
If **Not Available to Sign, Present with HR Pro, Refused to Sign, Unable to Sign Digitally,** or **Available to Sign** is selected follow the steps below.
  - 4A. Validate and select **Yes** on the **I have confirmed date range** slider.
  - 4B. Click **Save**.
  - 4C. Select **Next** to continue.

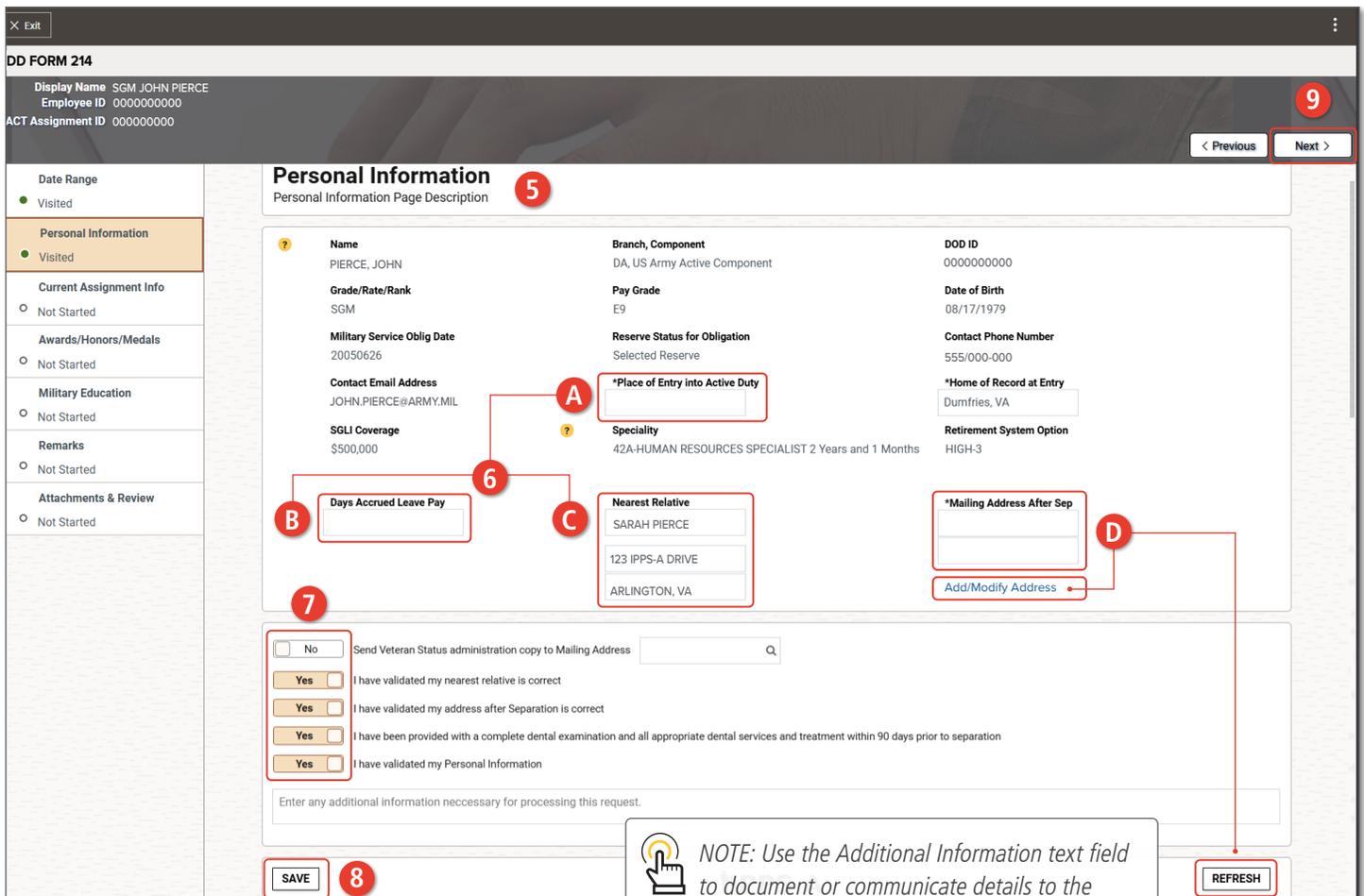
 *NOTE: The Save button must be selected prior to selecting Next.*



The screenshot shows the DD FORM 214 processing interface for SGM JOHN PIERCE. The interface includes a left-hand navigation menu with sections like Date Range, Personal Information, Current Assignment Info, Awards/Honors/Medals, Military Education, Remarks, and Attachments & Review. The main content area displays member information and assignment data. A dropdown menu for **\*Member Signature Status** is open, showing options: Available to Sign, Not Available to Sign, Not Selected, Present with HR Pro, Refused to Sign, Unable to Sign Digitally, and Not Selected. A red circle with the number '4' highlights this dropdown. Below it, a checkbox labeled 'Yes' is next to the text 'I have confirmed date range', with a red circle 'A' next to it. At the bottom left, a 'SAVE' button is highlighted with a red circle 'B'. At the top right, a 'Next >' button is highlighted with a red circle 'C'. The IPPS-A logo is visible at the bottom center of the interface.

**Process the DD Form 214 CONTINUED**

5. The **Personal Information** section displays. Review the populated Personal Information.
6. For **Member Not Available to Sign, Present with HR Pro, Refused to Sign, or Unable to Sign Digitally** options, see steps 6-9. \*For **Available to Sign**, skip steps 6-9 and go to steps 10-12, page 6.
  - 6A. Manually enter **Place of Entry into Active Duty** in the text field, if blank.
  - 6B. Manually enter the **Days of Accrued Leave Pay** in the text field.
  - 6C. Manually enter the **Nearest Relative** information in the text field, if blank.
  - 6D. Select the **Add/Modify Address** link to add or update the Mailing Address After Sep field, if applicable. Once complete, select the **REFRESH** button for change to reflect.



**DD FORM 214**

Display Name SGM JOHN PIERCE  
Employee ID 000000000  
ACT Assignment ID 00000000

**Personal Information** 5  
Personal Information Page Description

<b>Name</b> PIERCE, JOHN	<b>Branch, Component</b> DA, US Army Active Component	<b>DOD ID</b> 000000000
<b>Grade/Rate/Rank</b> SGM	<b>Pay Grade</b> E9	<b>Date of Birth</b> 08/17/1979
<b>Military Service Oblig Date</b> 20050626	<b>Reserve Status for Obligation</b> Selected Reserve	<b>Contact Phone Number</b> 555/000-000
<b>Contact Email Address</b> JOHN.PIERCE@ARMY.MIL	<b>*Place of Entry into Active Duty</b>	<b>*Home of Record at Entry</b> Dumfries, VA
<b>SGLI Coverage</b> \$500,000	<b>Speciality</b> 42A-HUMAN RESOURCES SPECIALIST 2 Years and 1 Months	<b>Retirement System Option</b> HIGH-3

**Days Accrued Leave Pay** 6

**Nearest Relative** 7  
SARAH PIERCE  
123 IPPS-A DRIVE  
ARLINGTON, VA

**\*Mailing Address After Sep** 8  
Add/Modify Address

7

No Send Veteran Status administration copy to Mailing Address

Yes I have validated my nearest relative is correct

Yes I have validated my address after Separation is correct

Yes I have been provided with a complete dental examination and all appropriate dental services and treatment within 90 days prior to separation

Yes I have validated my Personal Information

8

9

SAVE REFRESH

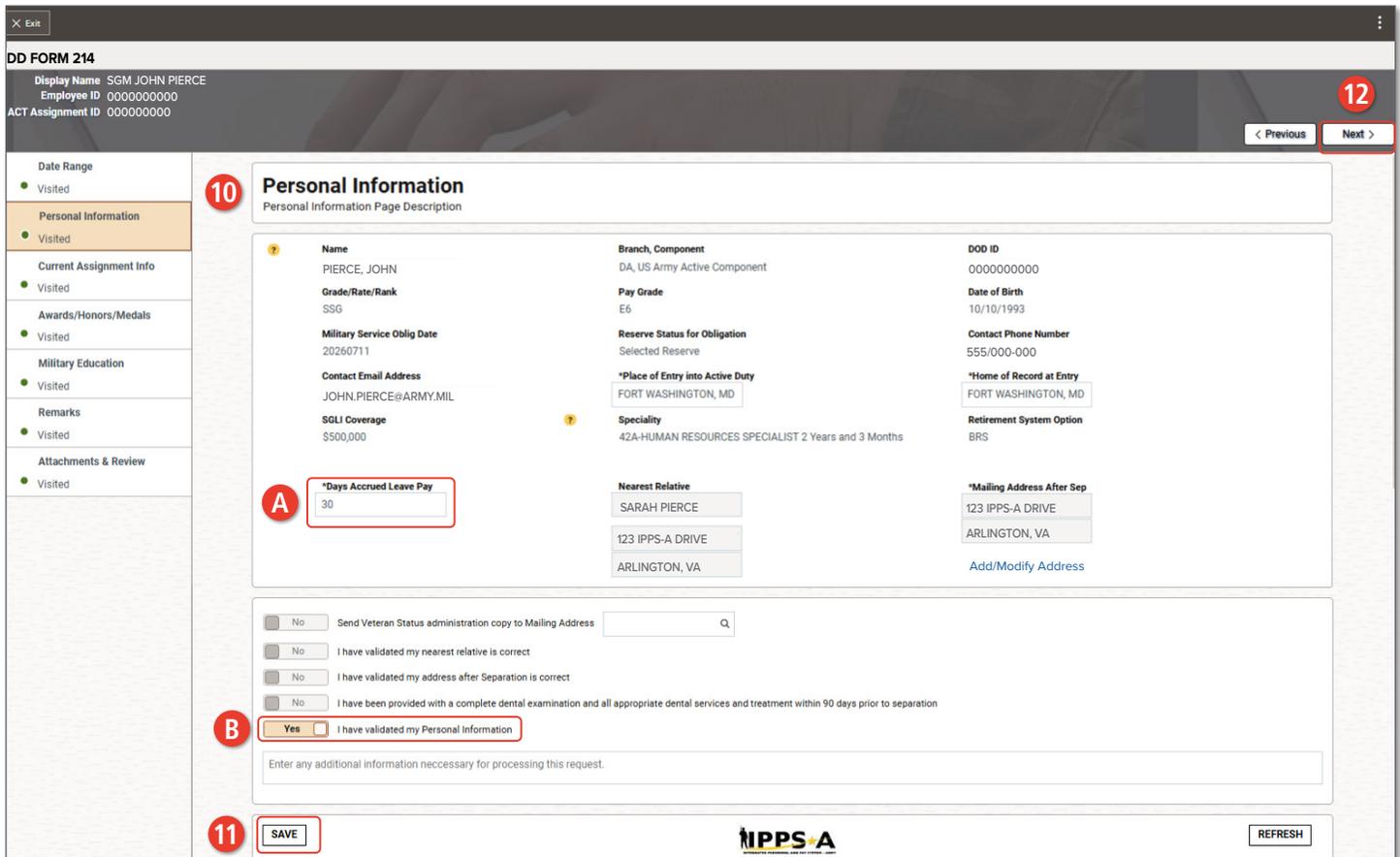
7. Validate and select **Yes** or **No** for each slider.
8. Click **Save**.
9. Select **Next** to continue. For **Member Not Available to Sign, Present with HR Pro, Refused to Sign, or Unable to Sign Digitally**, skip steps 10-12 and proceed to step 13, page 7. \*For **Available to Sign** option, skip steps 6-9 and go to steps 10-12, page 6.

 **NOTE:** Use the Additional Information text field to document or communicate details to the Member on any missing or incorrect Personal Information. This information will be visible to the Member once the form is routed for review but will not appear on the DD Form 214/DD Form 214-1.

 **NOTE:** The Save button must be selected prior to selecting Next.

**Process the DD Form 214 CONTINUED**

10. For Available to Sign option ONLY:
  - 10A. Manually enter the **Days of Accrued Leave Pay** in the text field.
  - 10B. Validate and select **Yes** on the **I have validated my Personal Information** slider.
11. Click **Save**.
12. Select **Next** to continue.



**DD FORM 214**

Display Name SGM JOHN PIERCE  
Employee ID 0000000000  
ACT Assignment ID 0000000000

**10** Personal Information  
Personal Information Page Description

<b>Name</b> PIERCE, JOHN	<b>Branch, Component</b> DA, US Army Active Component	<b>DOD ID</b> 0000000000
<b>Grade/Rate/Rank</b> SSG	<b>Pay Grade</b> E6	<b>Date of Birth</b> 10/10/1993
<b>Military Service Oblig Date</b> 20260711	<b>Reserve Status for Obligation</b> Selected Reserve	<b>Contact Phone Number</b> 555/000-000
<b>Contact Email Address</b> JOHN.PIERCE@ARMY.MIL	<b>*Place of Entry into Active Duty</b> FORT WASHINGTON, MD	<b>*Home of Record at Entry</b> FORT WASHINGTON, MD
<b>SQLI Coverage</b> \$500,000	<b>Speciality</b> 42A-HUMAN RESOURCES SPECIALIST 2 Years and 3 Months	<b>Retirement System Option</b> BRS
<b>*Days Accrued Leave Pay</b> 30	<b>Nearest Relative</b> SARAH PIERCE 123 IPPS-A DRIVE ARLINGTON, VA	<b>*Mailing Address After Sep</b> 123 IPPS-A DRIVE ARLINGTON, VA <a href="#">Add/Modify Address</a>

**11**

**12**

**B**  Yes  I have validated my Personal Information

Enter any additional information necessary for processing this request.

 **NOTE:** The Nearest Relative and Mailing Address After Sep fields must be updated in the appropriate locations. The Nearest Relative populates from a Member's DD Form 93. The Mailing Address After Sep populates from the Member's Person Profile.

 **NOTE:** Use the Additional Information text field to document or communicate details to the Member on any missing or incorrect Personal Information. This information will be visible to the Member once the form is routed for review but will not appear on the DD Form 214/DD Form 214-1.

**Process the DD Form 214 CONTINUED**

13. The **Current Assignment Info** section displays. Verify and Update the Member's current assignment information. Use the vertical scrollbar in the table to review the **Record of Service** rows. Verify and update the rows as applicable.

13A. Click the **Type of Separation** lookup tool and select the Separation type.

13B. Click the **Character of Service** lookup tool and select the Character of Service type.

13C. Enter the **Dates of Time Lost During This Period** in the text field.

13D. Enter the **Narrative Reason for Sep** in the text field.



*NOTE: On fields that are grayed out, the information is auto-populated from an Authoritative Data Source (ADS).*

14. Validate and select **Yes** on the **I have validated my Assignment information** slider.

15. Click **Save**.

16. Select **Next** to continue.



*NOTE: The first three rows, under Record of Service, are the only auto-populated fields. All other rows require manual entry.*



*NOTE: Use the Additional Information text field to document or communicate details to the on any missing or incorrect Assignment information. This information will be visible to the Member once the form is routed for review but will not appear on the DD Form 214/DD Form 214-1.*



*NOTE: The Save button must be selected prior to selecting Next.*



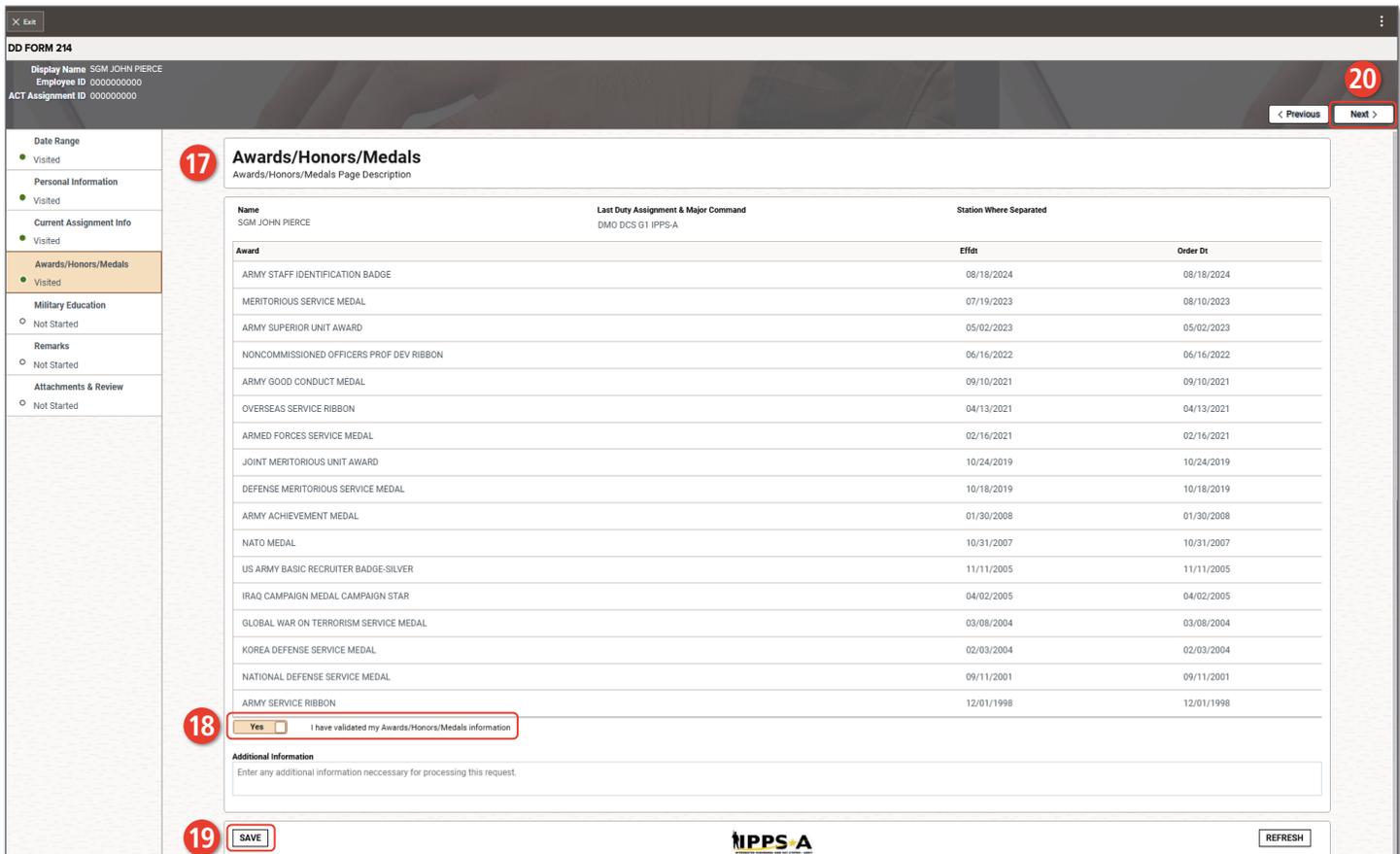
*NOTE: Reentry Codes do not apply to officers.*

**Process the DD Form 214 CONTINUED**

17. The Awards/Honors/Medals section displays. Review and verify accuracy of award information.
18. Validate and select **Yes** on the **I have validated my Awards/Honors/Medals information** slider.
19. Click **Save**.
20. Select **Next** to continue.



*NOTE: The Awards data is auto-populated from IPPS-A and can be viewed, corrected, or updated in the Member's Person Profile under the Awards tab.*



**DD FORM 214**

Display Name: SGM JOHN PIERCE  
Employee ID: 000000000  
ACT Assignment ID: 000000000

**17 Awards/Honors/Medals**  
Awards/Honors/Medals Page Description

Name	Last Duty Assignment & Major Command	Station Where Separated
SGM JOHN PIERCE	DMD DCS G1 IPPS-A	

Award	Effect	Order Dt
ARMY STAFF IDENTIFICATION BADGE	08/18/2024	08/18/2024
MERITORIOUS SERVICE MEDAL	07/19/2023	08/10/2023
ARMY SUPERIOR UNIT AWARD	05/02/2023	05/02/2023
NONCOMMISSIONED OFFICERS PROF DEV RIBBON	06/16/2022	06/16/2022
ARMY GOOD CONDUCT MEDAL	09/10/2021	09/10/2021
OVERSEAS SERVICE RIBBON	04/13/2021	04/13/2021
ARMED FORCES SERVICE MEDAL	02/16/2021	02/16/2021
JOINT MERITORIOUS UNIT AWARD	10/24/2019	10/24/2019
DEFENSE MERITORIOUS SERVICE MEDAL	10/18/2019	10/18/2019
ARMY ACHIEVEMENT MEDAL	01/30/2008	01/30/2008
NATO MEDAL	10/31/2007	10/31/2007
US ARMY BASIC RECRUITER BADGE-SILVER	11/11/2005	11/11/2005
IRAQ CAMPAIGN MEDAL CAMPAIGN STAR	04/02/2005	04/02/2005
GLOBAL WAR ON TERRORISM SERVICE MEDAL	03/08/2004	03/08/2004
KOREA DEFENSE SERVICE MEDAL	02/03/2004	02/03/2004
NATIONAL DEFENSE SERVICE MEDAL	09/11/2001	09/11/2001
ARMY SERVICE RIBBON	12/01/1998	12/01/1998

**18**  Yes  No I have validated my Awards/Honors/Medals information

**Additional Information**  
Enter any additional information necessary for processing this request.

**19** **SAVE** **IPPS-A** **REFRESH**



*NOTE: The Save button must be selected prior to selecting Next.*



*NOTE: Use the Additional Information text field to document or communicate details to the Member, such as missing or outstanding Awards, Honors, or Medals that are not included in the table. This information will be visible to the Member once the form is routed for review but will not appear on the DD Form 214/DD Form 214-1.*

**Process the DD Form 214 CONTINUED**

21. The **Military Education** section displays. Review and verify information and data for accuracy.

21A. Select **Yes** or **No** on the Include slider on applicable courses.

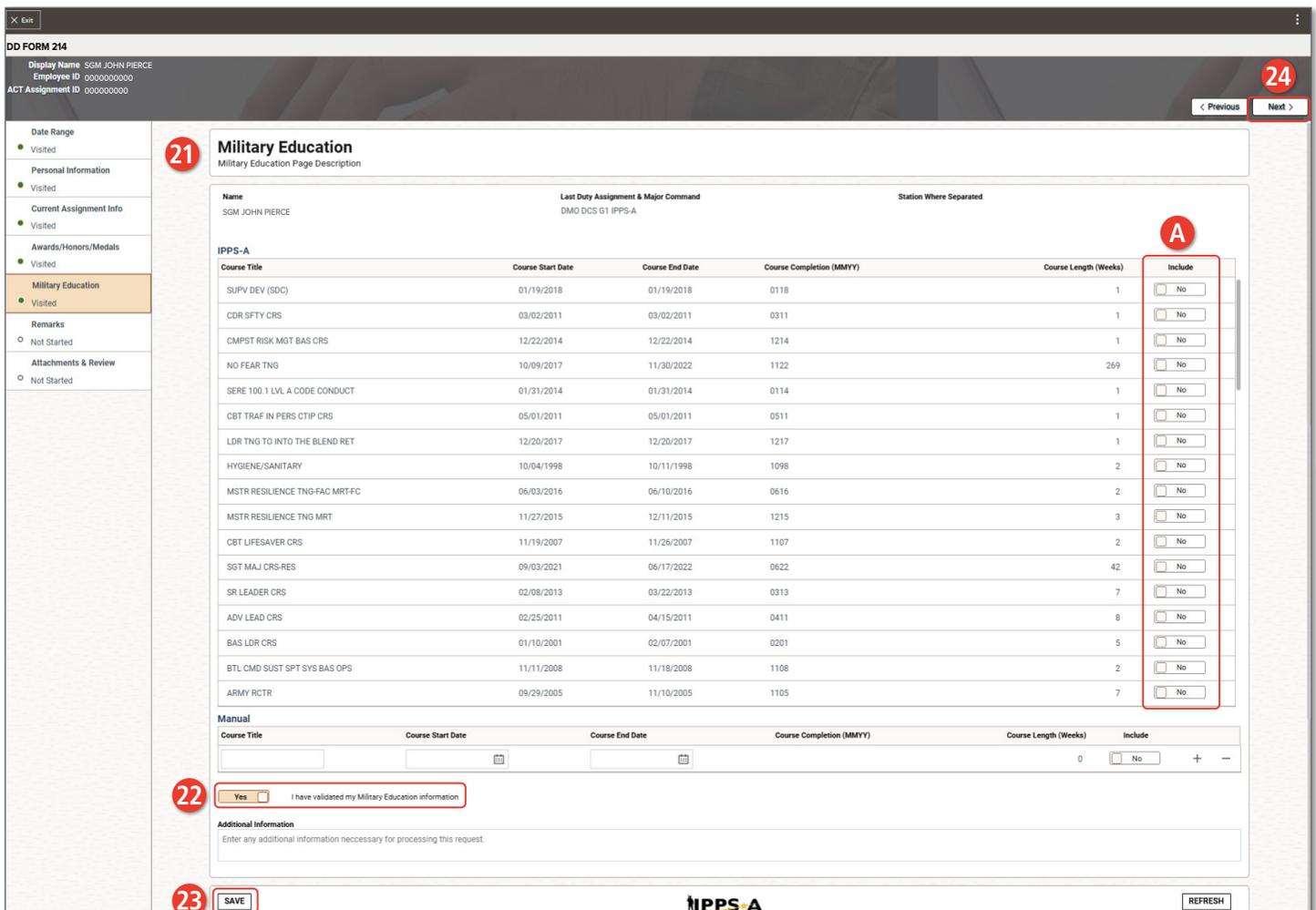
22. Validate and select **Yes** on the **I have validated my Military Education information** slider.

23. Click **Save**.

24. Select **Next** to continue.



*NOTE: Military Education data is auto-populated from IPPS-A and can be viewed, corrected, or updated under the Member's Person Profile under the Education tab. \*However, if processing Available to Sign option, data can only be viewed.*



Course Title	Course Start Date	Course End Date	Course Completion (MMYY)	Course Length (Weeks)	Include
SUPV DEV (SDC)	01/19/2018	01/19/2018	0118	1	<input type="checkbox"/> No
CDR SFTY CRS	03/02/2011	03/02/2011	0311	1	<input type="checkbox"/> No
CMPST RISK MGT BAS CRS	12/22/2014	12/22/2014	1214	1	<input type="checkbox"/> No
NO FEAR TNG	10/09/2017	11/30/2022	1122	269	<input type="checkbox"/> No
SERE 100 1 LVL A CODE CONDUCT	01/31/2014	01/31/2014	0114	1	<input type="checkbox"/> No
CBT TRAF IN PERS CTIP CRS	05/01/2011	05/01/2011	0511	1	<input type="checkbox"/> No
LDR TNG TO INTO THE BLEND RET	12/20/2017	12/20/2017	1217	1	<input type="checkbox"/> No
HYGIENE/SANITARY	10/04/1998	10/11/1998	1098	2	<input type="checkbox"/> No
MSTR RESILIENCE TNG-FAC MRT-FC	06/03/2016	06/10/2016	0616	2	<input type="checkbox"/> No
MSTR RESILIENCE TNG MRT	11/27/2015	12/11/2015	1215	3	<input type="checkbox"/> No
CBT LIFESAVER CRS	11/19/2007	11/26/2007	1107	2	<input type="checkbox"/> No
SGT MAJ CRS-RES	09/03/2021	06/17/2022	0622	42	<input type="checkbox"/> No
SR LEADER CRS	02/08/2013	03/22/2013	0313	7	<input type="checkbox"/> No
ADV LEAD CRS	02/25/2011	04/15/2011	0411	8	<input type="checkbox"/> No
BAS LDR CRS	01/10/2001	02/07/2001	0201	5	<input type="checkbox"/> No
BTL CMD SUST SPT SYS BAS OPS	11/11/2008	11/18/2008	1108	2	<input type="checkbox"/> No
ARMY RCTR	09/29/2005	11/10/2005	1105	7	<input type="checkbox"/> No

**21** Military Education  
Military Education Page Description

**22**  Yes  No I have validated my Military Education information

**23** **SAVE**

**24** **Next**



*NOTE: Any additional military training not recognized in IPPS-A can be entered manually in the Manual section, if applicable. (This additional training will only be stored in the DD Form 214 record structure).*

The required information for each course is:

- Course Title
- Course Start Date
- Course End Date
- Course Completion (date)
- Course Length
- Include (Yes/No)



*NOTE: Use the Additional Information text field to document or communicate details to the Member, on any missing or incorrect Military Education. This information will be visible to the Member once the form is routed for review but will not appear on the DD Form 214/DD Form 214-1.*

**Process the DD Form 214 CONTINUED**

25. The **Remarks** section displays.
26. Review the **DD Form 214 Remark Code** column to verify data.
  - 26A. Select the **Minus** or **Plus** button to remove or add remark row, as applicable.
27. Validate and select **Yes** on the **I have validated Remarks** slider.
28. Click **Save**.
29. Select **Next** to continue.

 **NOTE:** The Remarks section is viewable by the HR Professional and the Signature Authority, but not by the Member. Each Remark indicated by "Yes" under the HR Pro Insertion Required column, must be updated. The DD Form 214 Remarks will populate on the DD Form 214, once complete.

**Process the DD Form 214 CONTINUED**

- 30. The **Attachments & Review** section displays.
- 31. Select the **Add Attachments** icon to attach any supporting documents.
- 32. Select the **Add Comments** icon to add any desired comments.



*NOTE: The HR Professional, Member, and Signature Authority will all be able to see and review the added comments.*



*NOTE: In this case, with the selected Not Available to Sign option, the Member will be skipped, sending form directly to Signature Authority. If Member Present With HR Pro is selected, the Member will be able to sign through external CAC reader.*

- 33. Review the **Category Validation by Member** section to ensure every category/tab has been validated as indicated by the checkmark icon.
- 34. Select the **lookup tool** to select a **Signature Authority**.
- 35. Select the **SUBMIT** button when the DD Form 214 is ready to be reviewed by the **Signature Authority**.
  - 35A. For processing **Available to Sign** option ONLY: Select the **SUBMIT** button when the DD Form 214 is ready to be reviewed by the **Member**.
- 36. Review the **DD Form 214 Approval Routing** and select **Done**.



*NOTE: In this case, with the selected Available to Sign option, the form will be routed to the Member. Once the Member validates and submits, the form will be routed to Signature Authority.*

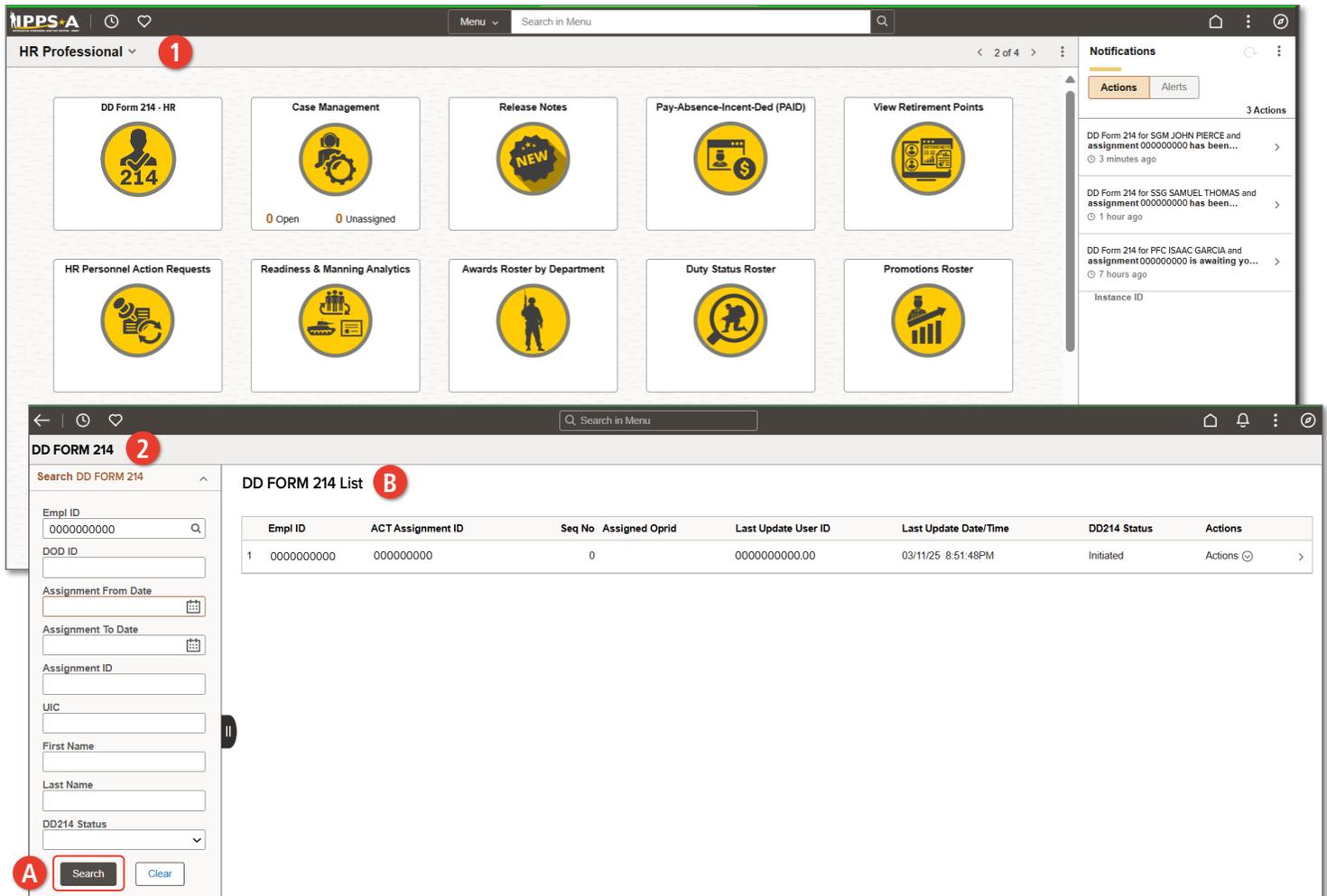
## Process the DD Form 214-1 (ARNG/USAR)

HR Professionals have five process options for the DD Form 214-1. The **Member Not Available to Sign**, **Present with HR Pro**, **Refused to Sign**, or **Unable to Sign Digitally** options have the same procedures.

**NAVIGATION:** HR Professional > DD Form 214 - HR  
(or select the desired Member from the Notifications list)

 **NOTE:** The Available to Sign option has several different steps outlined in this job aid.

1. Select the **DD Form 214 - HR** Tile to open the **DD Form 214** landing page.
2. Enter all applicable criteria for the Member.
  - 2A. Select **Search**.
  - 2B. Select the desired Member from the **DD Form 214 List**.



The screenshot displays the IPPS-A HR Professional interface. At the top, the user is logged in as 'HR Professional'. A red circle '1' highlights the 'DD Form 214 - HR' tile in the dashboard. Below this, a second screenshot shows the 'DD FORM 214' landing page. A red circle '2' highlights the search filters on the left, and a red circle 'B' highlights the 'DD FORM 214 List' table. A red circle 'A' highlights the 'Search' button at the bottom left of the filter section.

Empl ID	ACT Assignment ID	Seq No	Assigned OprId	Last Update User ID	Last Update Date/Time	DD214 Status	Actions
1 0000000000	0000000000	0		0000000000.00	03/11/25 8:51:48PM	Initiated	Actions ☺ >

**Process the DD Form 214-1 (ARNG/USAR) CONTINUED**

3. The DD Form 214 landing page displays. Use the different tabs to navigate through the form, starting with the **Date Range** section.
  - 3A. Select the **Date From** and **Date to** calendar icons to enter the applicable **Current DD Form 214 Period Range Selection**.
  - 3B. To verify and confirm **Date From** and **Date to**, navigate to the **Summary Maintenance** page.
  - 3C. Select the **Date From** and **Date to** calendar icons to enter the applicable **Prior DD Form 214 Period Range Selection**, if applicable.

NAVIGATION: Menu > Workforce Administration > Summary Maintenance

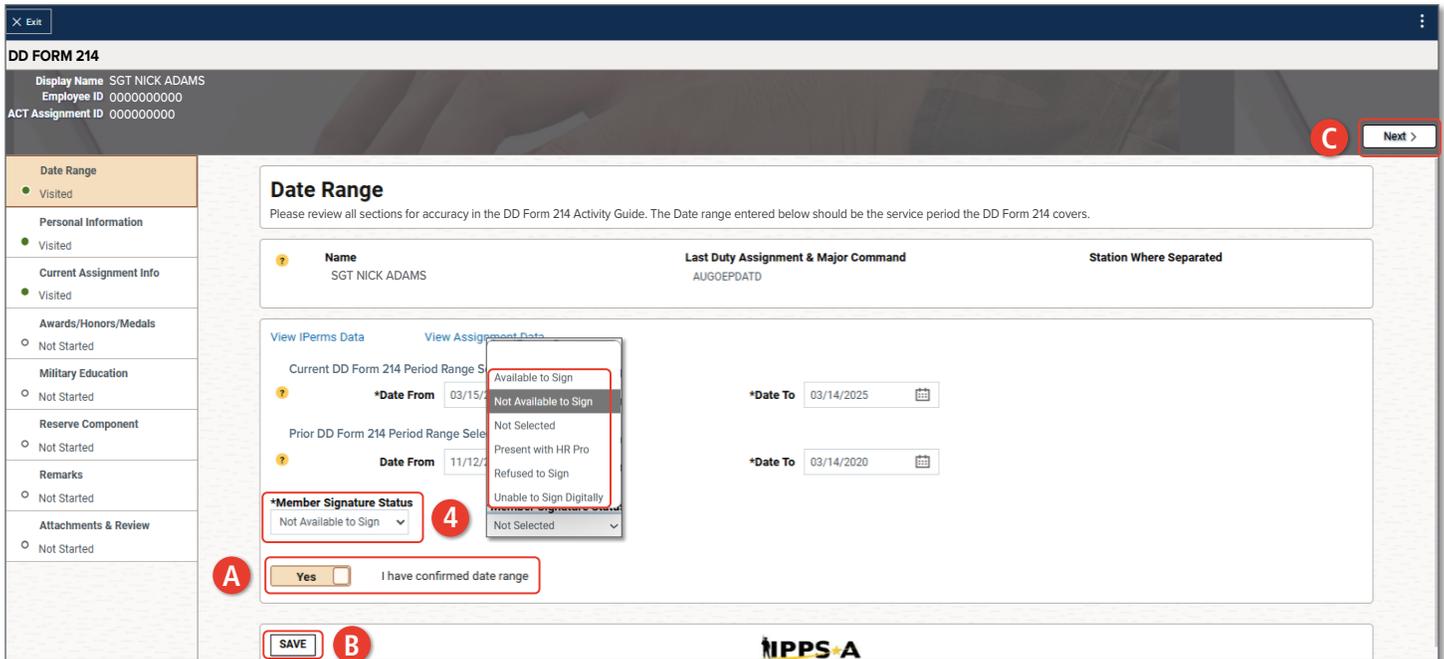
**NOTE:** The Prior DD Form 214 Period Range Selection can be added but is not required to create a DD Form 214/DD Form 214-1. The Prior DD Form 214 Period Range Selection is the Member's last DD Form 214 received, if applicable.

**NOTE:** Use the View iPERMS Data and View Assignment Data links to verify assignment information or search for supporting documentation as needed.

**Process the DD Form 214-1 (ARNG/USAR) CONTINUED**

4. Select the **Member Signature Status** drop-down and select the applicable status.
  - 4A. Validate and select **Yes** on the **I have confirmed date range** slider.
  - 4B. Click **Save**.
  - 4C. Select **Next** to continue.

 *NOTE: The Save button must be selected prior to selecting Next.*



The screenshot shows the 'Date Range' section of the DD FORM 214 processing interface. The interface includes a left-hand navigation menu with categories like 'Date Range', 'Personal Information', 'Current Assignment Info', etc. The main content area displays the 'Date Range' section with a warning icon and instructions: 'Please review all sections for accuracy in the DD Form 214 Activity Guide. The Date range entered below should be the service period the DD Form 214 covers.'

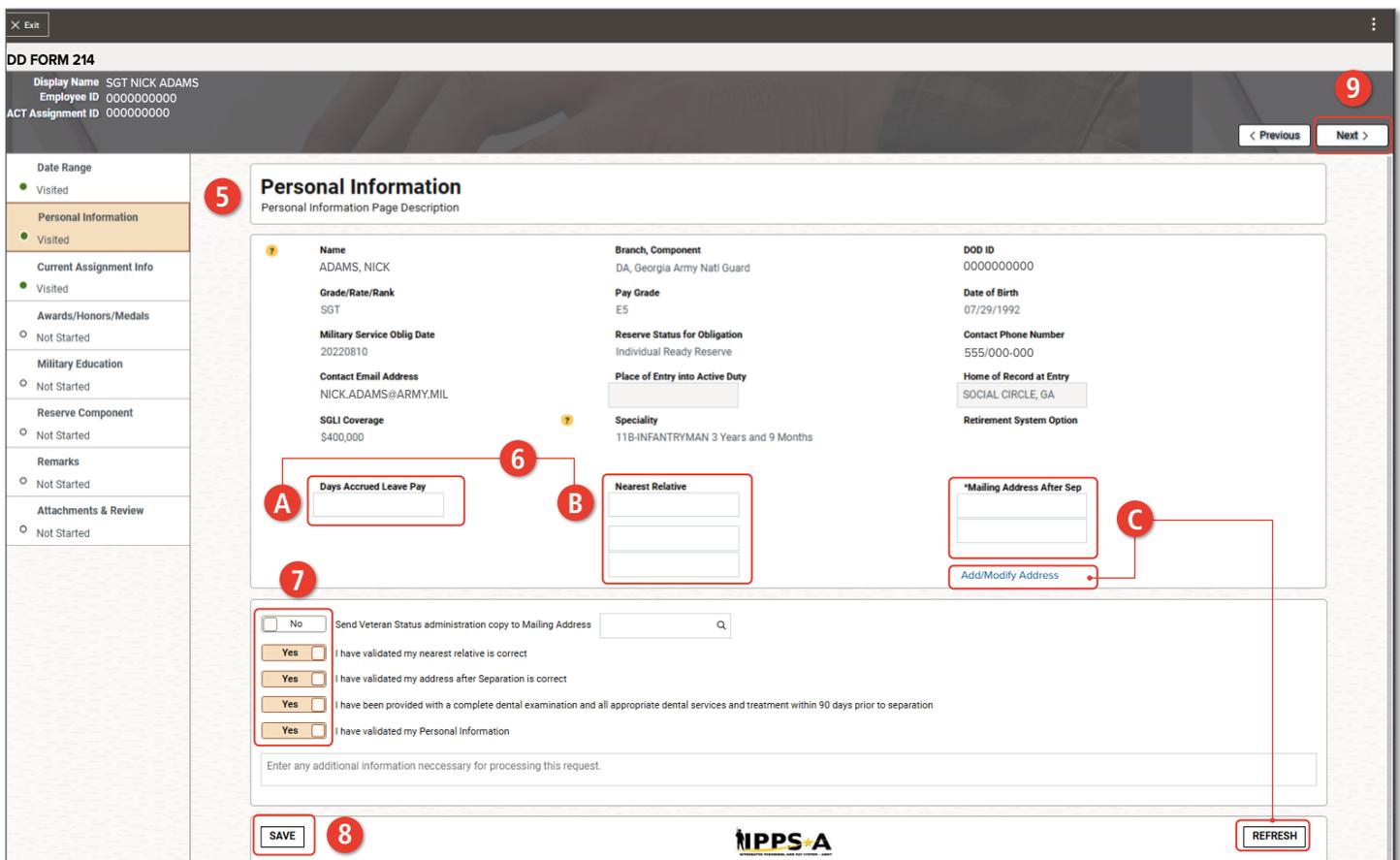
Key elements and annotations:

- Annotation A:** Points to the 'I have confirmed date range' checkbox, which is currently unchecked.
- Annotation B:** Points to the 'SAVE' button at the bottom of the form.
- Annotation C:** Points to the 'Next >' button in the top right corner.
- Annotation 4:** Points to the 'Member Signature Status' dropdown menu, which is currently set to 'Not Available to Sign'. The dropdown options include: 'Available to Sign', 'Not Available to Sign', 'Not Selected', 'Present with HR Pro', 'Refused to Sign', 'Unable to Sign Digitally', and 'Not Selected'.

Other visible data includes: Display Name SGT NICK ADAMS, Employee ID 0000000000, ACT Assignment ID 0000000000, Name SGT NICK ADAMS, Last Duty Assignment & Major Command AUGOEPDATD, Station Where Separated, Current DD Form 214 Period Range Selection (Date From 03/15/20, Date To 03/14/2025), and Prior DD Form 214 Period Range Selection (Date From 11/12/19, Date To 03/14/2020).

**Process the DD Form 214-1 (ARNG/USAR) CONTINUED**

5. The **Personal Information** section displays. Review the populated Personal Information.
6. For **Member Not Available to Sign, Present with HR Pro, Refused to Sign, or Unable to Sign Digitally** options, see steps 6-9. \*For **Available to Sign**, skip steps 6-9 and go to steps 10-13, page 16.
  - 6A. Manually enter the **Days of Accrued Leave Pay** in the text field.
  - 6B. Manually enter the **Nearest Relative** information in the text field, if blank.
  - 6C. Select the **Add/Modify Address** link to add or update the Mailing Address After Sep field, if applicable. Once complete, select the **REFRESH** button for change to reflect.



7. Validate and select **Yes** or **No** for each slider.
8. Click **Save**.
9. Select **Next** to continue. For **Member Not Available to Sign, Present with HR Pro, Refused to Sign, or Unable to Sign Digitally**, skip steps 110-13 and proceed to step 14, page 17. \*For **Available to Sign** option, skip steps 6-9 and go to steps 10-13, page 16.

 **NOTE:** Use the Additional Information text field to document or communicate details to the Member, on any incorrect or missing Additional Information. This information will be visible to the Member once the form is routed for review but will not appear on the DD Form 214/DD Form 214-1.

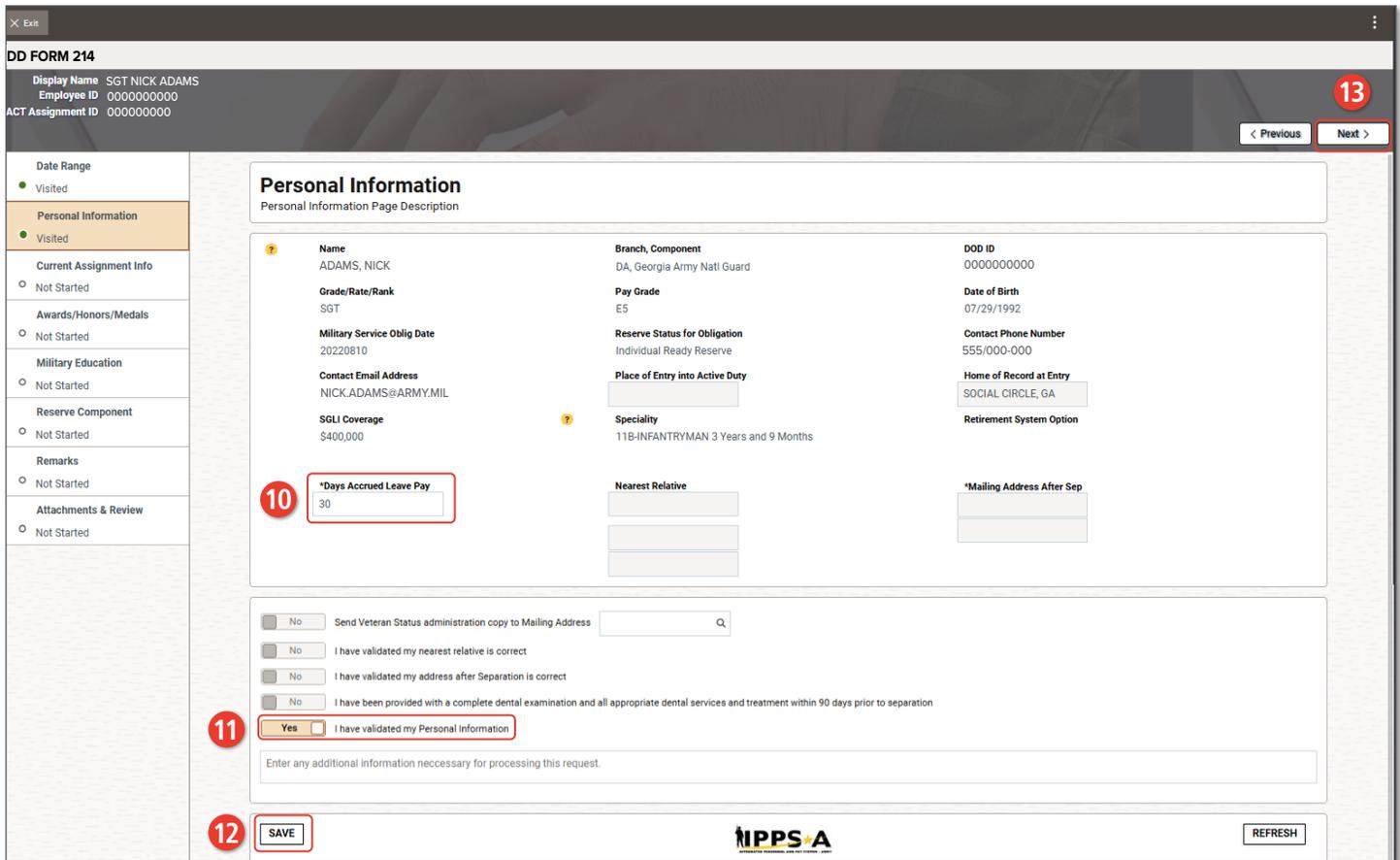
 **NOTE:** The Save button must be selected prior to selecting Next.

**Process the DD Form 214-1 (ARNG/USAR) CONTINUED**

10. For **Available to Sign** option ONLY: Manually enter the **Days of Accrued Leave Pay** in the text field.
11. Validate and select **Yes** on the **I have validated my Personal Information** slider.
12. Click **Save**.
13. Select **Next** to continue.



*NOTE: The Save button must be selected prior to selecting Next.*




*NOTE: The Nearest Relative and Mailing Address After Sep fields must be updated in the appropriate locations. The Nearest Relative populates from a Member's DD Form 93. The Mailing Address After Sep populates from the Member's Person Profile.*



*NOTE: Use the Additional Information text field to document or communicate details to the Member, on any incorrect or missing Additional Information. This information will be visible to the Member once the form is routed for review but will not appear on the DD Form 214/DD Form 214-1.*

**Process the DD Form 214-1 (ARNG/USAR) CONTINUED**

14. The **Current Assignment Info** section displays. Use the vertical scrollbar in the table to view the **Record of Service** rows.



*NOTE: On fields that are grayed out, the information is auto-populated from an Authoritative Data Source (ADS).*

14A. All rows, except the **Effective Date of Pay Grade**, must be changed to zero, as this information will be reflected under the **Reserve Component** section.

14B. Click the **Type of Separation** lookup tool and select the Separation type.

14C. Select the **Character of Service** lookup tool and select the desired character of service.

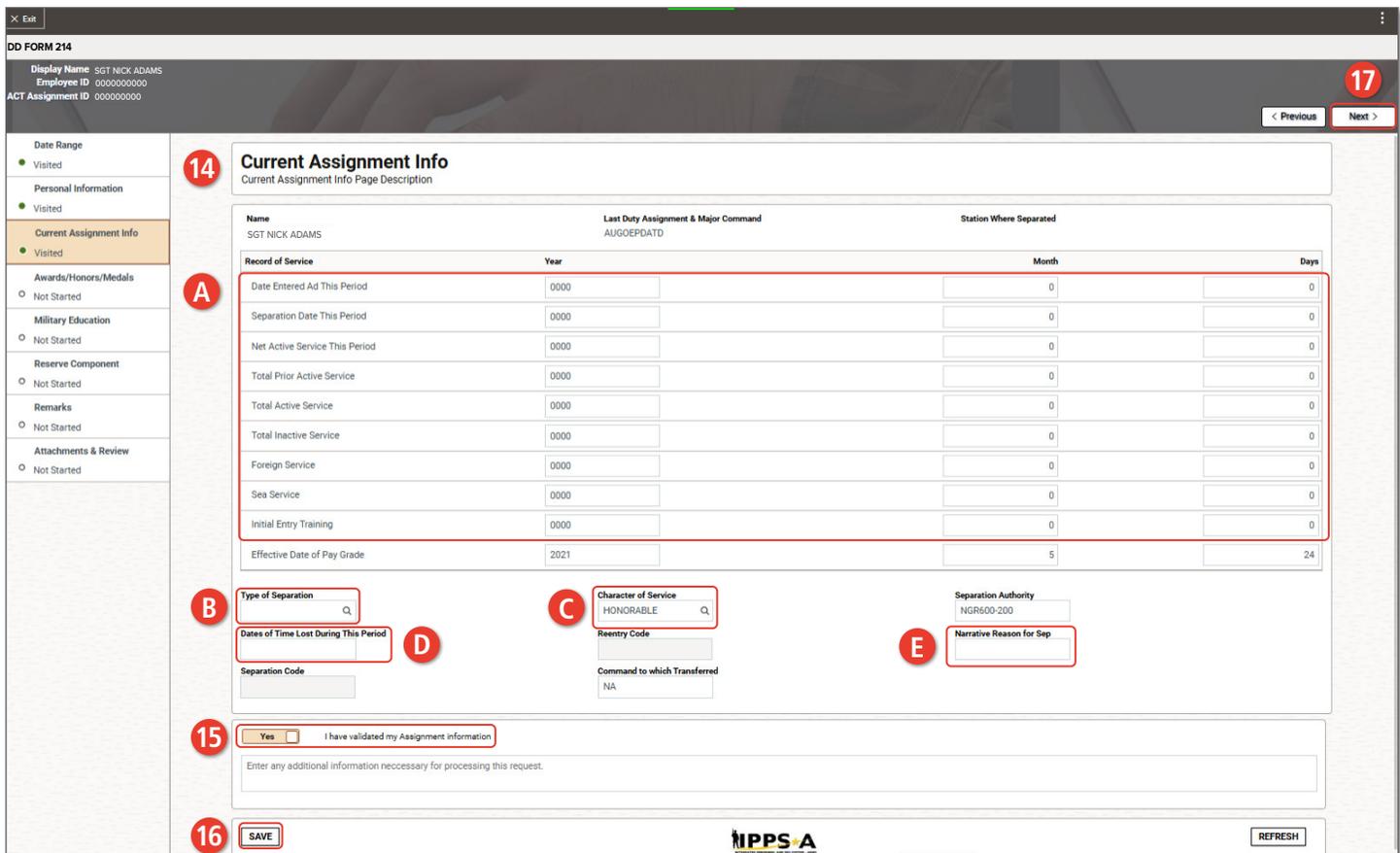
14D. Enter the **Dates of Time Lost During This Period** in the text field.

14E. Enter the **Narrative Reason for Sep** in the text field.

15. Validate and select **Yes** on the **I have validated my Assignment information** slider.

16. Click **Save**.

17. Select **Next** to continue.




*NOTE: The Save button must be selected prior to selecting Next.*



*NOTE: Reentry Codes do not apply to officers.*



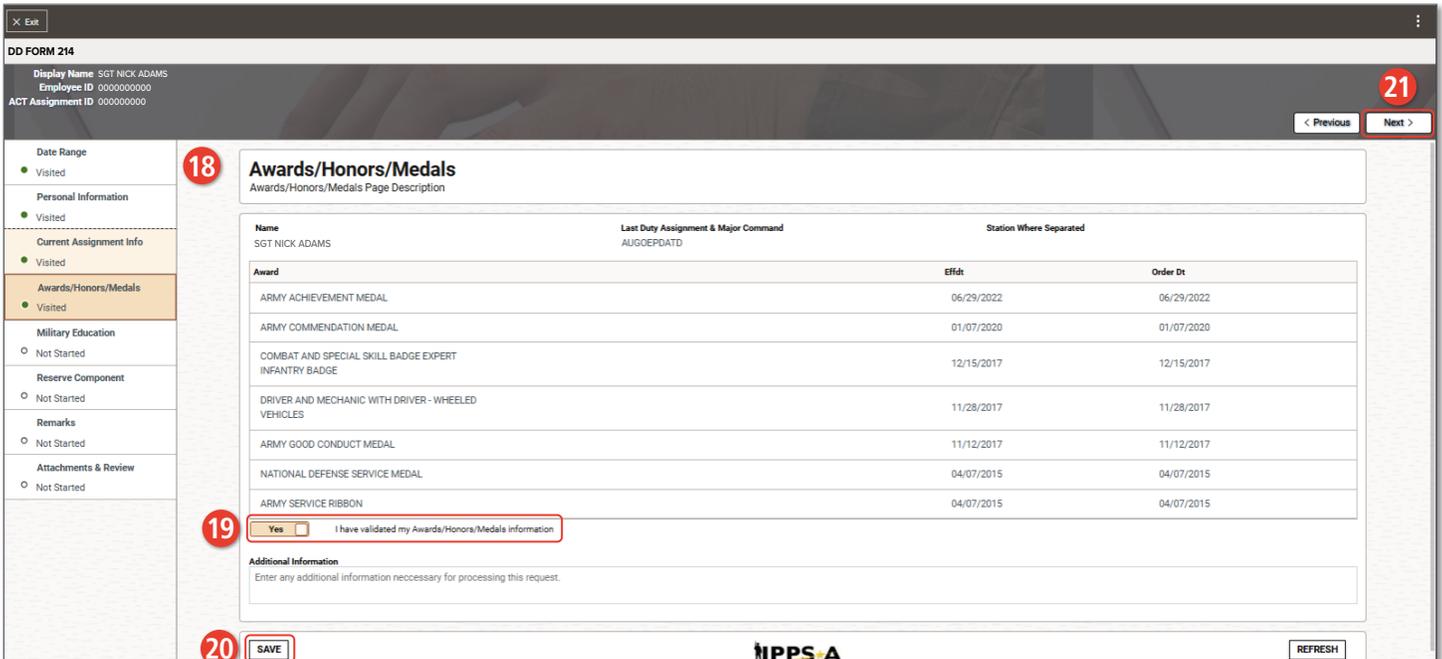
*NOTE: Use the Additional Information text field to document or communicate details to the on any missing or incorrect Assignment information. This information will be visible to the Member once the form is routed for review but will not appear on the DD Form 214/DD Form 214-1.*

**Process the DD Form 214-1 (ARNG/USAR) CONTINUED**

18. The Awards/Honors/Medals section displays. Review and verify accuracy of award information.
19. Validate and select **Yes** on the **I have validated my Awards/Honors/Medals information** slider.
20. Click **Save**.
21. Select **Next** to continue.



*NOTE: The Awards data is auto-populated from IPPS-A and can be viewed, corrected, or updated in the Member's Person Profile under the Awards tab.*



**DD FORM 214**

Display Name: SGT NICK ADAMS  
Employee ID: 0000000000  
ACT Assignment ID: 0000000000

**18 Awards/Honors/Medals**  
Awards/Honors/Medals Page Description

Name	Last Duty Assignment & Major Command	Station Where Separated
SGT NICK ADAMS	AUGOEPDATT	

Award	Effdt	Order Dt
ARMY ACHIEVEMENT MEDAL	06/29/2022	06/29/2022
ARMY COMMENDATION MEDAL	01/07/2020	01/07/2020
COMBAT AND SPECIAL SKILL BADGE EXPERT INFANTRY BADGE	12/15/2017	12/15/2017
DRIVER AND MECHANIC WITH DRIVER - WHEELED VEHICLES	11/28/2017	11/28/2017
ARMY GOOD CONDUCT MEDAL	11/12/2017	11/12/2017
NATIONAL DEFENSE SERVICE MEDAL	04/07/2015	04/07/2015
ARMY SERVICE RIBBON	04/07/2015	04/07/2015

**19**  I have validated my Awards/Honors/Medals information

**20** **SAVE**

**21** **Next >**

Additional Information  
Enter any additional information necessary for processing this request.

**IPPS-A** **REFRESH**



*NOTE: The Save button must be selected prior to selecting Next.*



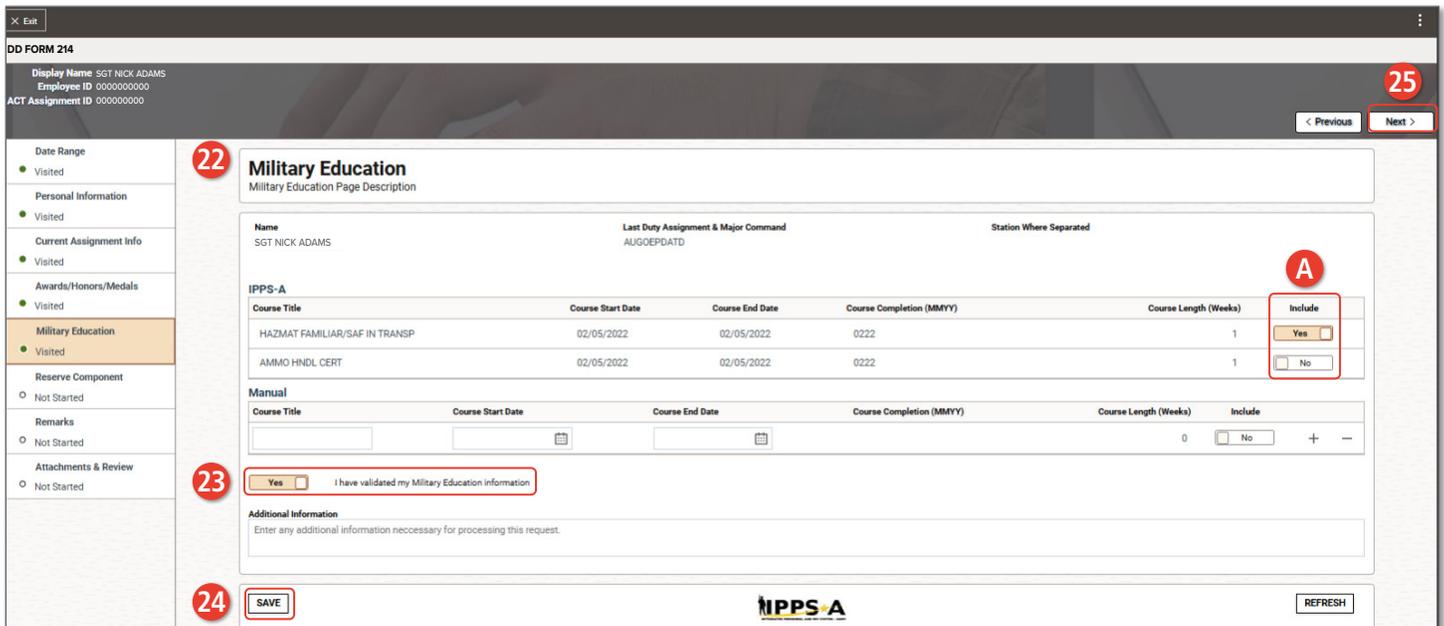
*NOTE: Use the Additional Information text field to document or communicate details to the Member, such as missing or outstanding Awards, Honors, or Medals that are not included in the table. This information will be visible to the Member once the form is routed for review but will not appear on the DD Form 214/DD Form 214-1.*

**Process the DD Form 214-1 (ARNG/USAR) CONTINUED**

- 22. The **Military Education** section displays. Review and verify information and data for accuracy.
- 22A. Select the **Include** slider on applicable courses.
- 23. Validate and select **Yes** on the **I have validated my Military Education information** slider.
- 24. Click **Save**.
- 25. Select **Next** to continue.



*NOTE: Military Education data is auto-populated from IPPS-A and can be viewed, corrected, or updated under the Member's Person Profile under the Education tab.*



**DD FORM 214**

Display Name: SGT NICK ADAMS  
Employee ID: 000000000  
ACT Assignment ID: 000000000

**22 Military Education**  
Military Education Page Description

Name: SGT NICK ADAMS      Last Duty Assignment & Major Command: AUGOEPDATD      Station Where Separated: [Redacted]

IPPS-A Course Title	Course Start Date	Course End Date	Course Completion (MMYY)	Course Length (Weeks)	Include
HAZMAT FAMILIAR/SAF IN TRANSP	02/05/2022	02/05/2022	0222	1	<input checked="" type="checkbox"/> Yes
AMMO HNDL CERT	02/05/2022	02/05/2022	0222	1	<input type="checkbox"/> No

**Manual**

Course Title	Course Start Date	Course End Date	Course Completion (MMYY)	Course Length (Weeks)	Include
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0	<input type="checkbox"/> No

**23**  I have validated my Military Education information

**24** **SAVE**

**25** **Next >**

IPPS-A      REFRESH



*NOTE: Any additional military training not recognized in IPPS-A can be entered manually in the Manual section, if applicable. (This additional training will only be stored in the DD Form 214 record structure).*

The required information for each course is:

- Course Title
- Course Start Date
- Course End Date
- Course Completion (date)
- Course Length
- Include (Yes/No)



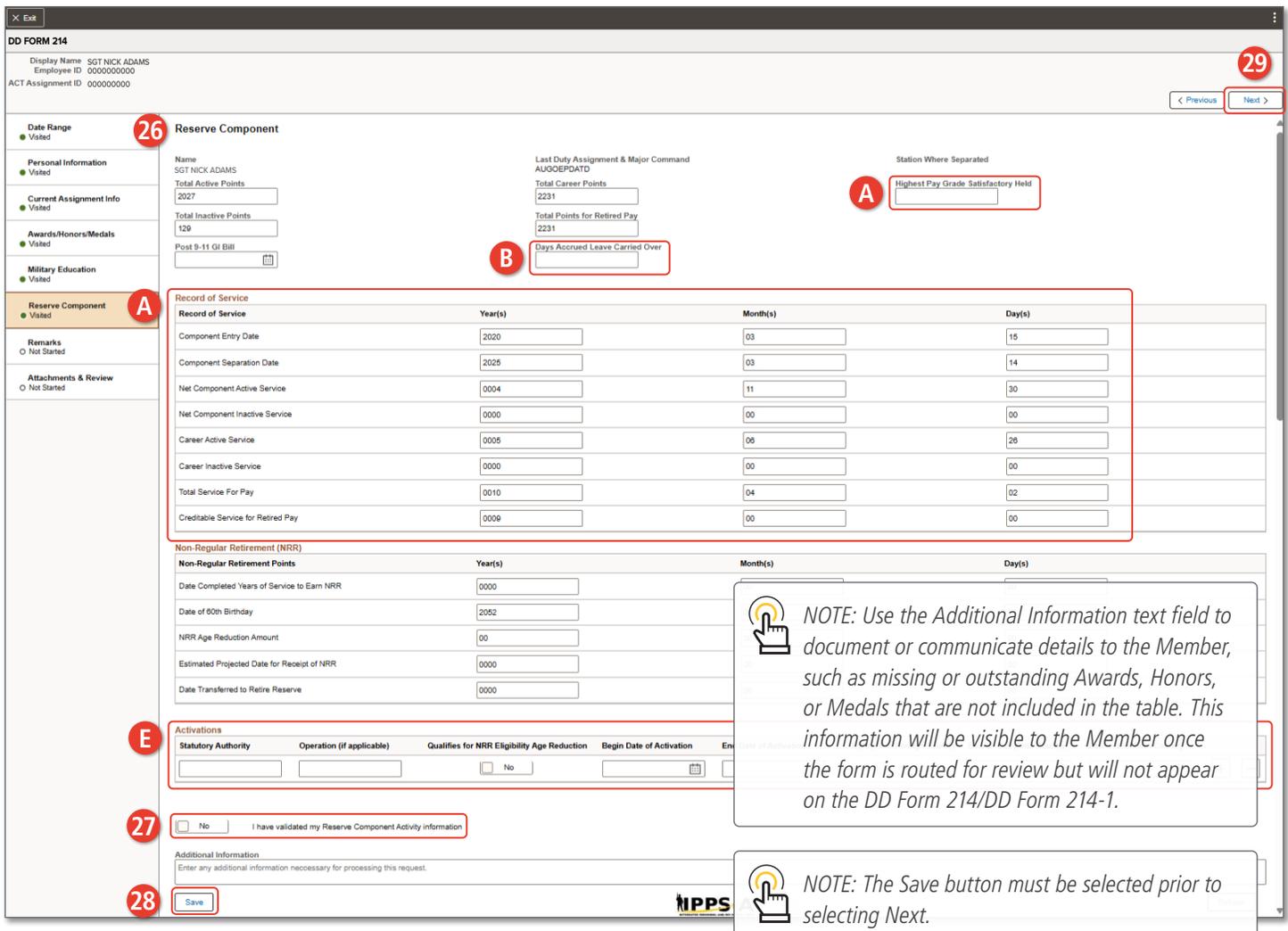
*NOTE: Use the Additional Information text field to document or communicate details to the Member, on any missing or incorrect Military Education. This information will be visible to the Member once the form is routed for review but will not appear on the DD Form 214/DD Form 214-1.*

**Process the DD Form 214-1 (ARNG/USAR) CONTINUED**

- 26. The **Reserve Component** section displays. Verify and confirm data accuracy.
  - 26A. Verify, and manually enter (if blank), the **Highest Pay Grade Satisfactory Held**.
  - 26B. Manually enter the **Days Accrued Leave Carried Over**, if applicable.
  - 26C. Use the vertical scrollbar in the table to review the **Record of Service** rows. Verify and update the rows as applicable.
  - 26D. Review the **Non-Regular Retirement (NRR)** rows. Verify and update the rows as applicable.
  - 26E. Manually enter **Activations**, if applicable.

 *NOTE: In the Activations section enter all Active-Duty periods completed by the USAR or ARNG Member (do not include Regular Army Active-Duty periods).*

- 27. Validate and select **Yes** on the **I have validated my Assignment information** slider.
- 28. Click **Save**.
- 29. Select **Next** to continue.



The screenshot shows the DD Form 214 web interface for SGT NICK ADAMS. Key sections and annotations include:

- 26 Reserve Component:** Personal Information, Current Assignment Info, Awards/Honors/Medals, Military Education, Reserve Component, Remarks, and Attachments & Review.
- 26A:** Highest Pay Grade Satisfactory Held (2231).
- 26B:** Days Accrued Leave Carried Over (2231).
- Record of Service Table:**

Record of Service	Year(s)	Month(s)	Day(s)
Component Entry Date	2020	03	15
Component Separation Date	2025	03	14
Net Component Active Service	0004	11	30
Net Component Inactive Service	0000	00	00
Career Active Service	0005	06	26
Career Inactive Service	0000	00	00
Total Service For Pay	0010	04	02
Creditable Service for Retired Pay	0009	00	00
- Non-Regular Retirement (NRR):**

Non-Regular Retirement Points	Year(s)	Month(s)	Day(s)
Date Completed Years of Service to Earn NRR	0000		
Date of 60th Birthday	2052		
NRR Age Reduction Amount	00		
Estimated Projected Date for Receipt of NRR	0000		
Date Transferred to Retire Reserve	0000		
- 26E Activations:**

Statutory Authority	Operation (if applicable)	Qualifies for NRR Eligibility Age Reduction	Begin Date of Activation	End Date of Activation
		<input type="checkbox"/> No		
- 27:** I have validated my Reserve Component Activity information (No).
- 28:** Save button.
- 29:** Next button.

**NOTE:** Use the Additional Information text field to document or communicate details to the Member, such as missing or outstanding Awards, Honors, or Medals that are not included in the table. This information will be visible to the Member once the form is routed for review but will not appear on the DD Form 214/DD Form 214-1.

**NOTE:** The Save button must be selected prior to selecting Next.

**Process the DD Form 214-1 (ARNG/USAR) CONTINUED**

30. The **Remarks** section displays.
31. Review the **DD Form 214 Remark Code** column to verify data.
  - 31A. Select the **Minus** or **Plus** button to remove or add remark row, as applicable.
32. Validate and select **Yes** on the **I have validated Remarks** slider.
33. Click **Save**.
34. Select **Next** to continue.

 **NOTE:** The **Remarks** section is viewable by the **HR Professional** and the **Signature Authority**, but not by the **Member**. Each **Remark** indicated by **"Yes"** under the **HR Pro Insertion Required** column, must be updated. The **DD Form 214 Remarks** will populate on the **DD Form 214/DD Form 214-1**, once complete.

## Process the DD Form 214-1 (ARNG/USAR) CONTINUED

35. The **Attachments & Review** section displays.

35A. Select the **Add Attachments** icon to attach any supporting documents.

35B. Select the **Add Comments** icon to add any desired comments.



*NOTE: The HR Professional, Member, and Signature Authority will all be able to see and review the added comments.*



*NOTE: In this case, with the selected Not Available for Signature option, the Member will be skipped, sending form directly to Signature Authority. If Member Present With HR Pro is selected, the Member will be able to sign through external CAC reader.*

36. Review the **Category Validation by Member** section to ensure every category/tab has been validated as indicated by the checkmark icon.

37. Select the **lookup tool** to select a **Signature Authority**.

38. Select the **SUBMIT** button when the DD Form 214 is ready to be reviewed by the **Signature Authority**.

38A. For processing **Available to Sign** option ONLY:  
Select the **SUBMIT** button when the DD Form 214 is ready to be reviewed by the **Member**.



*NOTE: In this case, with the selected Available to Sign option, the form will be routed to the Member. Once the Member validates and submits, the form will be routed to Signature Authority.*

39. Review the **DD Form 214 Approval Routing** and select **Done**.

## Sign and Approve DD Form 214/DD Form 214-1 – Signature Authority

1. Select the desired Member from the **Notification** list.
2. The Member's **DD Form 214** displays. Navigate through the menu to review data within each tab.
3. Under the **Attachments & Review** section, click the **Pushback to Step** lookup tool, if corrections are required.
  - 3A. The **Lookup** page displays. Select the desired User or Member.
  - 3B. Click the **PUSHBACK** button (the form is returned to the selected User or Member).
4. Select **SIGN**, if no corrections are required.
5. A pop-up message displays, Click **OK**.
  - 5A. Select **SIGN FORM AND SUBMIT** to complete process.

*NAVIGATION: HR Professional landing page > DD Form 214 - HR (or select the desired Member from the Notifications list)*

**DD FORM 214**

Display Name: SGM JOHN PIERCE  
Employee ID: 0000000000  
ACT Assignment ID: 0000000000

**Attachments & Review**

There are no attachments. Please click the **Add Attachment** button above to upload an attachment.

Comments

ADD COMMENTS

Comments History

There are no comments. Please click the **Add Comments** button above to add a comment.

Transaction History

2025-03-11-20 51.48.000000 - Initiated by CPT CINDY LEE  
2025-03-12-00 11.35.000000 - Submit & Skipped Member Review by CPT CINDY LEE

Category Validation by Member

Pushback to Step

PUSHBACK

**SIGN**

Approval Map

**Notifications**

3 Actions

DD Form 214 for SGM JOHN PIERCE and assignment 0000000000 has been...  
3 minutes ago

DD Form 214 for SSG SAMUEL THOMAS and assignment 0000000000 has been...  
1 hour ago

DD Form 214 for PFC ISAAC GARCIA and assignment 0000000000 is awaiting yo...  
7 hours ago

Instance ID

**Lookup**

Search for: Pushback to Step

Search Criteria

Search Results

Step Number	User ID	Name	Action Type
1	0000000000.00	CPT CINDY LEE	Return to Step

**DD FORM 214 Authority Signature**

Attention: you must be logged in with your CAC via EAMS authentication to digitally sign your DD Form 214

**SIGN FORM AND SUBMIT**

**DD FORM 214 Authority Signature**

The DODID associated with the signing CAC Card should match the DODID associated with the logged in user

Only one signature is allowed per session. If additional signatures are required - Please follow the below steps to be able to sign the DD Form 214 with the CAC Card:

1. Sign-Out from IPSS-A by clicking on Log-Out
2. Close the browser and make sure no other windows are open in the browser you are using to sign the DD Form 214
3. Log back into IPSS-A and navigate to members DD Form 214 via Self Service
4. If system prompts you to select a Certificate, make sure you select members Signature Certificate and try to sign DD-214.

DD Form 214

**SIGN FORM AND SUBMIT**

## Print DD Form 214/DD Form 214-1

- From the HR Professional landing page, navigate to the **DD Form 214 - HR Tile**. The **DD Form 214** landing page displays.
  - Enter all applicable criteria for the Member. Select **Search**.
- Select the **Actions** drop down arrow and select **Print**.
  - Select **Print**.
  - Select **Print Member Form**, **Print Service Form**, or **Print DD Form 214-1**.
- The **DD Form 214** will display for printing.



**NOTE:** The Service Form and the DD Form 214-1 are the only forms automatically sent to iPERMS and Defense Manpower Data Center (DMDC). The Member form is for records only.

**DD FORM 214**

Search DD FORM 214

DD FORM 214 List

Empl ID	ACT Assignment ID	Seq No	Assigned Oprid	Last Update User ID	Last Update Date/Time	DD FORM 214
1 000000000	000000000	0	000000000000	000000000000	03/12/25 12:20:42AM	Completed

Actions: Print, Correction

Print dropdown: Print Member Form, Print Service Form, Print DD Form 214

extension://efaidnbmnnnibpcjpcglclefindmkaj/https://hrplt.upg-ippsa.csd.disa.mil/psc/hcplts3/view/%7Bv2%7d5EcdSNM98tg59...

DD214\_A...10000...

**CAUTION: NOT TO BE USED FOR IDENTIFICATION PURPOSES** THIS IS AN IMPORTANT RECORD. SAFEGUARD IT. ANY ALTERATIONS IN SHADED AREAS RENDER FORM VOID.

**CERTIFICATE OF UNIFORMED SERVICE**

When completed, this form contains personally identifiable information and is protected in accordance with the Privacy Act of 1974, as amended, and DoD 5400.11-R: DoD Privacy Program.

1. NAME (Last, First, Middle) PIERCE, JOHN 2. BRANCH AND COMPONENT DA, US Army Active Component 3. DOD ID NUMBER 0000000000 4. SERIAL NUMBER: 000000000000000000

5a. GRADE, RATE OR RANK SGM 5b. PAY GRADE EG 6. DATE OF BIRTH (YYYYMMDD) 00000000

7a. MILITARY SERVICE OBLIGATION TERMINATION DATE (YYYYMMDD) 20050626 7b. RESERVE STATUS FOR OBLIGATION (S/RES/S/RR) Selected Reserve 7c. CONTACT PHONE NUMBER (Civilian) 555/000-0000 7d. CONTACT EMAIL ADDRESS (Civilian) SEE REMARKS

8a. PLACE OF ENTRY INTO ACTIVE DUTY Dumfries, VA 8b. HOME OF RECORD AT TIME OF ENTRY (City and state, or complete address if known) Dumfries, VA

9a. LAST DUTY ASSIGNMENT AND MAJOR COMMAND DMO DCS G1 IPPS-A 9b. STATION WHERE SEPARATED PENTAGON

10. COMMAND TO WHICH TRANSFERRED TEST 11. SGLI COVERAGE AMOUNT: \$ 500000  NONE

12. SPECIALITY (List number, title, and years and months in specialties involving periods of one or more years.) 42A-HUMAN RESOURCES SPECIALIST 2 Years and 1 Months //NOTHING FOLLOWS

13. RECORD OF SERVICE

	YEARS	MONTHS	DAYS
a. DATE ENTERED AD THIS PERIOD	1997	11	11
b. SEPARATION DATE THIS PERIOD	2025	04	01
c. NET ACTIVE SERVICE THIS PERIOD	0027	04	20
d. TOTAL PRIOR ACTIVE SERVICE	0000	00	00
e. TOTAL ACTIVE SERVICE	0000	00	00
f. TOTAL INACTIVE SERVICE	0000	00	00
g. FOREIGN SERVICE	0000	00	00
h. SEA SERVICE	0000	00	00
i. INITIAL ENTRY TRAINING	0000	00	00
j. EFFECTIVE DATE OF PAY GRADE	2023	02	01

14. DECORATIONS, MEDALS, BADGES, CITATIONS AND CAMPAIGN RIBBONS AWARDED OR AUTHORIZED (All periods of service) ARMY SERVICE RIBBON //ARMY STAFF IDENTIFICATION BADGE //MERITORIOUS SERVICE MEDAL //ARMY SUPERIOR UNIT AWARD //NON-COMMISSIONED OFFICERS PROF DEV RIBBON //ARMY GOOD CONDUCT MEDAL //OVERSEAS SERVICE RIBBON //ARMED FORCES

15. UNIFORMED SERVICE EDUCATION (Course title, number of weeks, and month and year completed) //NOTHING FOLLOWS

16. DAYS ACCRUED LEAVE PAID 0 17. MEMBER WAS PROVIDED COMPLETE DENTAL EXAMINATION AND ALL APPROPRIATE DENTAL SERVICES AND TREATMENT WITHIN 90 DAYS PRIOR TO SEPARATION  YES  NO

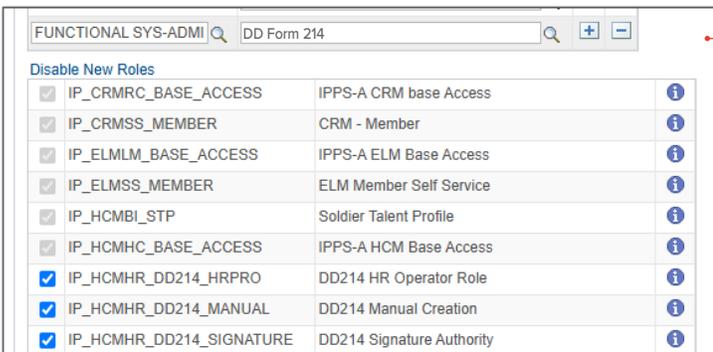
18. RETIREMENT SYSTEM OPTION  FINAL  HIGH-3  REDUX  BRS 19. DD214-1 (Accompanies this DD214)  YES  NO

20. REMARKS JOHN.PIERCE.MIL@ARMY.MIL //NOTHING FOLLOWS Soldier (HAS) or (HAS NOT) completed first full term of service. // The information contained herein is subject to computer matching within the Department of Defense (DoD) or with any other affected Federal Agency for verification purposes and to determine eligibility for and/or continued compliance with the requirements of a Federal benefit program //NOTHING FOLLOWS

The information contained herein is subject to computer matching within the Department of Defense or with any other affected Federal or non-Federal agency for

**Access Required/Subcategory**

User	Component	Location	Task(s)	Routing	Access Required
Member	Active	Anywhere	Review and Concur with 214	Routes to Personnel Processing Activity or Personnel Service Center Pool	Member
Member	ARNG/USAR	Anywhere	Review and Concur with 214	Routes to User Defined-List	Member
HR Pro	All	All	Support correction actions	Based on correction	HR Pro
HR Pro	Active	Separation Transfer Point	Produce 214 and help finalize 214	Based on status	Subcat: DD Form 214
HR Pro	Active	Military Personnel Division	Finalize and Sign 214	Member, iPERMS, & DMDC	Subcat: DD Form 214
HR Pro	ARNG	Joint Force Headquarters	Finalize and Sign 214-1	Member, iPERMS & DMDC	Subcat: DD Form 214
HR Pro	USAR	Readiness Divisions	Finalize & Sign 214-1	Member, iPERMS & DMDC	Subcat: DD Form 214



**NOTE:**

1. The HR Pro and Offboarding SUBCATs are prerequisites for the DD Form 214 SUBCAT. The DD Form 214 SUBCAT is housed under the Functional System Admin CATEGORY.
2. DD-214 SUBCAT Access Approvers: DD Form 214 - This subcategory can be approved by the appropriate Validator:
  - KEEB (With DD Form 214 role)
  - AR/NG Validator
  - Principle Validator



**NOTE:**

- *IP\_HCMHR\_DD214\_MANUAL – DD Form 214 Manual Creation Override*
  - Grants permission to manually create a DD Form 214 (Limited to 2 personnel per state unless otherwise directed.)
- *IP\_HCMHR\_DD214\_HRPRO – DD Form 214 HR Operator*
  - Grants edit access to DD Form 214 pages for data verification and submission to the Service Member. (Base role required at the state level.)
- *IP\_HCMHR\_DD214\_SIGNATURE – DD Form 214 Signature Authority*
  - Grants access to sign DD Form 214s after the Service Member submits them for final approval.

## IPPS-A RESOURCES

-  [Website](#)
-  [Training Aids](#)
-  [R3 Resources Demo Server](#)
-  [User Manual \(Chapter 13 and Process 15-1\)](#)

